



OFFICE OF PUBLIC INSTRUCTION

PO BOX 202501
HELENA MT 59620-2501
www.opi.state.mt.us
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)

Linda McCulloch
Superintendent

DATE: October 28, 2004

TO: School Food Authority Administrators

FROM: Christine Emerson, Director
School Nutrition Programs

SUBJECT: Summary of Verification: Free and Reduced-Price Meal Applications

The verification process **must be** completed by December 15, 2004.

Please complete the attached Summary of Verification: Free and Reduced-Price Meal Applications form and return it to School Nutrition Programs after completion of the verification process. School Nutrition Programs compiles the numbers for the state report to the USDA.

New documentation requirements include:

- The total number of approved family applications;
- The number of students determined to be eligible for each eligibility category; and
- The total number of students directly certified as eligible for free meals because of the direct certification letter from the Department of Public Health and Human Services, documentation from the homeless liaison, or administrative applications (though these are not subject to verification).

Verification does not apply to:

- The Special Milk Program;
- Residential Child Care Institutions that do not have day students; and
- Schools using Special Provisions 2 during non-base years.

School Nutrition Programs is available to help with any questions/problems with the verification process. Please call (406) 444-2501 for assistance.

Attachments